

**Role description – Honorary Assistant Secretary Medical Education Leaders UK**

This job is politely described as ‘minister without portfolio’ or less politely ‘Chair’s gofer’. It is a flexible role that allows the post-holder to take on whatever projects are needed, whether that is document or policy review, attending meetings, or setting up something completely new. For example, recently I have been involved in the website and rebranding exercise, along with the document reviews this requires; I have also worked on new policies and documents, revisions of existing documents, and have attended meetings representing Medical Education Leaders either as a Council Officer or as a deputy for the Chair.

The variety and flexibility is what makes this role interesting, and suits me better than a fixed or regular session. I can take on work when I have capacity, and can manage this work to suit my time. The commitment is therefore very variable and tends to come in peaks and troughs, not helped by my tendency to batch then blitz my tasks. With Council meetings, other representative meetings, and document/policy work, overall, I would estimate the time commitment at half to one PA per week.

I am currently only job planned for the three main council meetings, not including prep or travel time, but have a job plan review coming up. We can but hope!